



# City of Tempe

## ENTERPRISE GIS & DATA ANALYST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	470	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$71,280
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$96,228
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	GIS Analyst+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direction from the IT Manager – Enterprise Data and Analytics.

Provides functional and technical direction to contractors and other technical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of professional experience in GIS or directly related to the core functions of this position. Master's degree can substitute for one year of professional experience.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university in computer science, GIS, urban planning, geography, civil engineering or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To plan, organize, and perform advanced-level data analysis and quality control as it relates to the city's enterprise Geographic Information Systems (GIS) and policy informatics ; to perform a variety of administrative and technical work by coordinating the planning, design and implementation of automated solutions for city operations at all levels; and to coordinate, train and assist city staff in the development and maintenance of enterprise GIS and data analytic systems to support the city's strategic and long range planning objectives.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Develop short- and long-range goals and objectives; review and analyze programs and technologies; develop and implement strategies and solutions concerning information technology for city staff and customers.
- Initiate and participate in systems analysis studies by evaluating overall and individual work performance to determine effectiveness in providing quality products and services within time and cost restraints.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Meet with staff to define business issues and desired outcome for major projects.
- Advise, consult and provide information to the IT Manager regarding new approaches using geographical information systems to simplify, enhance and facilitate the delivery of city services; determine cost impact and long-term viability of solutions.
- Manage the flow and dissemination of cartographic (map) output; provide technical guidance to GIS staff and users; and consult with management and other City staff providing input for programs involving enterprise GIS.
- Provide project management, spatial and attribute data accuracy specifications, application and data standards, technical direction, coordination, and quality control of GIS and geospatial data and applications to internal staff, and data and application vendors and consultants; evaluate data formats, quality, stability, longevity, compatibility, and interoperability to City GIS database and applications.
- Guide, train and review the work of city staff involved in the input and use of geospatial data and digital mapping activities; work with staff to correct deficiencies.
- Answer questions and provide information to the public, city departments and outside agencies regarding the City's open data and GIS programs, provide technical expertise, and advise and educate on ESRI product uses, limitations and advantages.
- Develop custom tools and reports which create efficient business workflows and identify data errors affecting data integrity within automated systems and GIS.
- Develop, document and implement GIS and data maintenance processes; and standard operating procedures.
- Assist in the management and coordination of ESRI software installations; coordinate with IT Support Services and Business Solutions work group.
- Assist departments in the implementation of various projects that collect and leverage demographic, geographic and statistical data for decision support and policy informatics; and review work in progress for compliance with city and state laws.

- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work in a stationary position for long periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work – office environment;
- May require working extended hours;
- May work alone for extended periods of time.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective March 2010*

*Revised October 2015 (Title, job duties)*

*Revised April 2018 (Update job title and min quals)*